

**GENERAL DEFINITION OF WORK:**

Temporary position for the Refocus High School Program. Assists the Principal and/or designated administrator in coordinating and implementing lessons for students on disciplinary restrictions.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for planning and implementing lessons based on division and school objectives and the needs and abilities of students to whom assigned.
- Monitor progress in special education goals; provide accommodations/modifications as assigned.
- Manages student behavior, assesses and evaluates student achievement, and modifies instructional activities, as required; carries out a variety of student monitoring and controls activities.
- Performs related duties as required or assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of technology and/or virtual programs. Experience with at-risk, special education, or alternative education students preferred. Ability to establish and maintain effective relationships with students, peers and parents; excellent skills in oral and written communications as well as excellent human relations skills.

**EDUCATION AND EXPERIENCE:**

Must possess or be eligible for a Virginia Teaching License with an endorsement in Special Education, Math or English.

**PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.